



Governor's Advisory Board on Service and Volunteerism

Program Committee Meeting (Hybrid Attendance)

Minutes – February 17, 2022

Committee Members present: Shelia Williamson Branch (Chair), Vanessa Diamond, Adria Merritt, Jamie Seagraves, and Enid Machayo (new committee member)

VSC Staff present: Roxanne Saunders, Kimberly Brown, Samantha Lukasiewicz, Christina Dumas, and Shannon Girouard

The last Program Committee meeting minutes were taken on Wednesday, January 19, 2022

The chair called the meeting to order at 11:37 am. The agenda was reviewed by the program committee and a motion to adopt the minutes was called. Jamie Seagraves motioned to approve/adopt the minutes.

The chair went over the committee goals discussed during the January 19, 2022 meeting.

Short-term goals –

- Ensure GAB and committee members receive RFA review and evaluation training (annually)
- Recommend program committee members participate in the review process
- The creation of a yearly calendar

Long term goals –

- The creation of a process for a capacity-building project.
- Competitive RFA's 2022-2023 calendar year
- Upcoming Formula in Match

Roxanne discussed the upcoming 2022-23 AmeriCorps Formula review panel scheduled for March 2022. Approximately twelve reviewers are needed for the process. For the new committee member, an audio file of the January 19, 2022, committee meeting that included the Program Committee RFA Evaluation Training powerpoint will be sent to Enid Machayo.

VDSS Procurement Officer, Christy Sharpe, will contact everyone on the list serving as a reviewer. Panel reviewers will receive the Request for Application (RFA) to read. If reviewers find that there is a change in schedule, contact Roxanne Saunders and Samantha Lukasiewicz.

Both the AmeriCorps Manager and Fiscal Officer will sit in on the review panel consensus meetings as subject matter experts (SME) in order to answer any programmatic or fiscal questions that the panelists may have. It was also stated that the remaining VSC staff will not be a part of the evaluation process.

A timeline of the review process was sent to each panelist participating on the review panel and any panelist that did not receive one will be sent one.

VSC staff begun working on drafting a timeline of the targeted Planning/Operational grant RFA which will need to meet specific deliverables as part of the planning grant process which would lead directly into an operational grant. The period of performance is September 1, 2022 – to August 31, 2024. ARP funding goes through 2024.

The ARP Targeted RFA draft is to target:

1. Schools, educational institutions, learning loss, remote learning, COVID-19, and emotional stress/
2. Rural intermediaries (large organizations) for smaller organizations
3. Economic Opportunity, rebuilding communities and public health

The chair recommended having another meeting to discuss the items addressed today further.

The next program committee meeting was tentatively scheduled for April 19, 2022

The chair adjourned the meeting at 12:05 p.m.

Submitted by Kimberly Brown